

**THE CITY OF KIRKLAND**  
**REQUEST FOR PROPOSALS (RFP)**  
**Personal/Family Emergency Preparedness Kit Suppliers**

The City of Kirkland is soliciting proposals from suppliers interested in selling Personal/Family Emergency Preparedness Kits to the attendees of an emergency preparedness open house and City of Kirkland employees. The open house will be held at Kirkland City Hall, 123 5<sup>th</sup> Ave, Kirkland, WA 98033 on Thursday, April 28, 2011. The open house is currently schedule to be held from 2:00 to 4:00 p.m. Participating suppliers will be required to obtain a temporary City of Kirkland business license for \$50.00.

The emergency preparedness open house will primarily be for City employees however, other invited guests and visitors to City Hall may also have an interest in viewing and purchasing emergency preparedness kits. Approximately 50 people attended the last emergency preparedness open house.

The City has space available in its South lobby for up to three suppliers to set up tables for the purpose of displaying emergency preparedness kits available to be sold. Kits may be sold at the table or information may be provided to prospective customers on how to order the kits.

**Proposals**

All proposals must include the following:

- Literature on the emergency preparedness kits being offered for sale and their contents.
- Prices for the kits including any discounts being offered and how long those discounts will be made available.
- General information on the supplier and their experience in selling emergency preparedness supplies.

**Submittal Instructions**

Proposals must be submitted no later **4:00 p.m. on Tuesday, March 15<sup>th</sup>, 2011.**

City of Kirkland  
Attn: Barry Scott – Personal/Family Emergency Preparedness Kits RFP  
123 5<sup>th</sup> Ave  
Kirkland, WA 98033

Emailed proposals should include "Personal/Family Emergency Preparedness Kits" in the subject line and be addressed to:

[bscott@ci.kirkland.wa.us](mailto:bscott@ci.kirkland.wa.us) (Emailed proposals must be in MS Word or PDF format.)

Questions regarding this RFP should also be addressed to Barry Scott at the email address shown above or by phone to 425-587-3123.